



Hochschule **RheinMain**  
University of Applied Sciences  
Wiesbaden Rüsselsheim

# OFFICIAL ANNOUNCEMENTS

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Regulations Governing Admission to  
Master's Degree Programs at  
Wiesbaden Business School

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## Announcement:

Pursuant to Art. 1 of RheinMain University of Applied Sciences regulations on publishing regulations dated June 4, 2013 (StAnz. dated July 29, 2013, p. 929) the Regulations Governing Admission to Master's Degree Programs at RheinMain University of Applied Sciences' Wiesbaden Business School is herewith published.

Prof. Dr. Detlev Reymann President

# Regulations Governing Admission

to Master's Degree Programs in:

International Management (M.A.)

Controlling and Finance (M.A.)

Sales and Marketing Management (M.A.)

Business and Law in Accounting and Taxation (LL.M.)

Insurance and Finance (M.Sc.)

Health Care Management (M.A.)

at Wiesbaden Business School,  
RheinMain University of  
Applied Sciences  
Wiesbaden Rüsselsheim

November 20, 2015

## Contents

<b>Preamble.....</b>	<b>6</b>
<b>I. Section: General regulations .....</b>	<b>7</b>
Art. 1 Applications and Admissions.....	7
Art. 2 Admissions Committees .....	7
Art. 3 Recommendation for Admission.....	7
Art. 4 Interview .....	7
Art. 5 Conditional Admission .....	8
<b>II. Section: Special regulations for the master's degree program International Management (M.A.).....</b>	<b>9</b>
Art. 6 Admission Requirements .....	9
Art. 7 Interview .....	10
<b>VIII. Section: Entry into force .....</b>	<b>10</b>
Art. 20 Entry into force .....	10

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### ***Omitted in this document:***

- III. *Section: Special regulations for the master's degree program Controlling and Finance (M.A.)*  
    Art. 8 – 9
- IV. *Section: Special regulations for the master's degree program Sales and Marketing Management (M.A.)*  
    Art. 10 - 11
- V. *Section: Special regulations for the master's degree program Business and Law in Accounting and Taxation (LL.M.)*  
    Art. 12 - 14
- VI. *Section: Special regulations for the master's degree program Insurance and Finance (M.Sc.)*  
    Art. 15 - 17
- VII. *Section: Special regulations for the master's degree program Management in Healthcare (M.A.)*  
    Art. 18 -19

For these sections, please refer to the German edition: [Amtliche Mitteilungen Nr. 359](#)

## **Preamble**

The Faculty Council of Wiesbaden Business School at RheinMain University of Applied Sciences passed a resolution on October 6, 2015 to supplement the Examination Regulations of the above mentioned master's degree programs in accordance with Art. 44, para. 1, no. 1 of the Hessisches Hochschulgesetz (Hessian Higher Education Act, HHG) in the version dated December 14, 2009 (GVBl. I, p. 666), amended by the Act dated September 28, 2014 (GVBl., p. 218).

It was concluded in meeting no. 134 of the RheinMain University of Applied Sciences Senate on November 17, 2015, and approved by the President's Council on November 20, 2015 in accordance with Art. 37, para. 5, HHG.

## **I. Section: General regulations**

### ***Art. 1 Applications and Admissions***

- (1) Candidates seeking admission to the master's degree are to submit a timely application in the appropriate form that complies with the valid application regulations of the *Allgemeine Bestimmungen für Prüfungsordnungen, ABPO* (General Provisions for Examination Regulations) for master's of the RheinMain University of Applied Sciences. The respective valid regulations may be found on the website [www.hs-rm.de/studienangebot](http://www.hs-rm.de/studienangebot).
- (2) The President decides on admissions to degree programs, based on the recommendations by the admissions committee of the respective master's degree program.
- (3) The university issues the admissions letter or letter of rejection.

### ***Art. 2 Admissions Committees***

- (1) The Dean's Office forms an admissions committee for each master's degree program.
- (2) The admissions committee consists of at least two professorial members of the respective degree program.

### ***Art. 3 Recommendation for Admission***

- (1) The admissions committee decides on whether to recommend the applicant for admission.
- (2) The committee makes its decision to the best of its judgement, according to its own expertise based on the examination regulations, the recognition regulations and these regulations governing admissions. It considers the documents submitted and in some cases conducts an interview or an aptitude test, and bases its judgment on how well these match the specialist requirements, as determined for the degree program in question.
- (3) The admissions committee is to furnish reasons for its decision to recommend an applicant.

### ***Art. 4 Interview***

- (1) If a master's degree program requires an interview due to the applicable special regulations, the admissions committee is responsible for conducting it.
- (2) The admissions committee, given its expertise, decides whether an interview should be held because of the special requirements a degree program may have.
- (3) In general, the invitation to attend an interview should be issued 14 days prior to the proposed date.
- (4) Interviews are conducted by the admissions committee as individual discussions and are not open to the public. Members of the Dean's Office and the Examination Board have the right to attend the interview.

- (5) An interview is to last 15 minutes per applicant.
- (6) The subjects discussed in the interview are taken from the special regulations of the respective degree program.
- (7) At each interview a member of the admissions committee from the professorship is to take minutes listing the names of the participants, the length of the discussion and the questions posed, as well as the answers and the main points of the interview.
- (8) Applicants who do not accept the invitation to be interviewed are not to be recommended for admission. If the candidate is unable to attend the interview due to illness or reasons beyond her/his control, an alternative interview date is to be granted. The alternative date is to be scheduled shortly after the initial date, so as to avoid interrupting the proceedings. It may not take place later than two weeks after the last first round interview. The reasons for not attending e.g. due to illness are to be proven by means of a doctor's certificate, or if the candidate was impeded due to other reasons, by credible evidence for not being able to attend.

#### ***Art. 5 Conditional Admission***

- (1) The enrollment requirements for a master's degree program have to be met by the start of the semester for which the enrollment is to apply. If the required certificates (proof of competence) are not available by the decision-making date of the admissions committee, admission may be granted on condition that the certificates are furnished by the date of enrollment. A special deadline may be granted for proving the required language skills.
- (2) If the documents or certificates are not submitted by the set deadline, or do not fulfill the requirements, such as a required minimum overall grade, the admission expires retrospectively.
- (3) If an applicant does not have the required prior knowledge, conditional admission may be granted if recommended by the committee, provided that the required knowledge is subsequently gained. A maximum period of two semesters may be granted for submitting the required certificates.

## **II. Section: Special regulations for the master's degree program International Management (M.A.)**

### *Art. 6 Admission Requirements*

- (1) Admission to the Master of Arts in International Management (M.A.) requires that applicants have earned a Bachelor of Arts in International Management (B.A.) at RheinMain University of Applied Sciences Wiesbaden Business School or successfully completed of a comparable economics degree program with the specific skills indicated in paragraphs 4 and 5. As a rule, a degree with 240 credits is deemed comparable.
- (2) An ECTS grade B must have been achieved in the previous university degree for students to be admitted. If no relative grade can be proven, the overall cumulative grade must be at least "good" (2.5). If the applicant has only achieved a C, but the cumulative overall grade is at least 2.5, the admission committee may invite the applicant for an interview.
- (3) Applicants are also required to prove that they have sufficient English language skills according to the C1 proficiency level of the Common European Framework of Reference for Language Learning and Teaching. Applicants must prove that they have successfully completed a standardized language test, e.g. the Internet-based TOEFL with at least 79 points, by the date of enrollment. A list of the currently recognized standardized language tests can be found on the Wiesbaden Business School's website.
- (4) The M.A. in International Management is a consecutive degree program that builds on an initial university degree and requires applicants to have certain prior knowledge to ensure it can be successfully completed. Applicants are to prove that they have already gained this prior knowledge. This is deemed to be the case if the degree obtained was in business administration with a corresponding international outlook, and the applicant can prove that s/he has the required skills across the entire subject range of international financial management, international accounting / controlling, international marketing and international economic relations. The following skills in particular are utilized for processing basic and complex tasks and problems in business practice, and managing processes autonomously in varying business professions:
  - broad, integrated expert knowledge including the latest academic fundamentals within the context of challenges faced in international management and international economic contexts and relations,
  - critical understanding of the most important theories and principles in the area of business administration and economics, as well as a very wide range of methods for handling complex problems,
  - the ability to put forward and present expert views and solutions to problems to experts and interdisciplinary teams and to advance them, while taking civil, scientific and ethical knowledge into consideration,
  - as well as intercultural and language skills and the applicant's own international, professional experience.

- (5) To be admitted to the master's program, applicants are to prove their professional aptitude by writing an approx. one-page letter of motivation stating why they wish to join the degree program. Criteria for professional aptitude are in particular how successful the candidate was in her/his previous degree, skills according to paragraph 4, topic and grade of the bachelor's thesis and other aspects such as work experience or studies abroad.

#### ***Art. 7 Interview***

- (1) An interview is always conducted if the aptitude or previous knowledge cannot be definitively assessed based on the documents submitted.
- (2) The applicant's skills in business administration and economics are tested in the interview in those areas in which it was not possible to ascertain whether the prior knowledge according to Art. 6, paragraph 4 has been acquired in the previous degree and/or there are open questions as to the professional aptitude. If, as a result of the interview, the admissions committee determines that the candidate has major deficits, the applicant is not to be admitted to the master's degree.

### **VIII. Section: Entry into force**

#### ***Art. 20 Entry into force***

This regulation is effective retroactively to November 1, 2015 with its publication in RheinMain University of Applied Sciences Official Announcements and applies for the first time for enrollments in the 2016 summer semester.

Wiesbaden, November 20, 2015

Prof. Dr. M.Sc. Christiane Jost  
Vice-President, RheinMain University of Applied Sciences

Prof. Dr. Patrick Griesar  
Dean of Wiesbaden Business School